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ADMIN-SR

DCI/ICS 6314-88
23 March 1988MEMORANDUM FOR: Mr. Allen R. Elkins,
Director of Finance

FROM: [REDACTED]

Chief, Budget & Finance/AS/ICS

SUBJECT: Request for Certifying Authority [REDACTED]

1. It is requested that [REDACTED] be appointed as a Certifying Officer for the Intelligence Community Staff (ICS). Even though ICS does not have a large volume of financial transactions as compared to some offices in the Agency, there are times when having another Certifying Officer would enable our office to provide more timely service to our customers in ICS.

2. This request does not imply that there is always a back-up of vouchers to be certified or that [REDACTED] is inadequate in fulfilling his role as an alternate Certifying Officer for ICS. When available, [REDACTED] has performed admirably during my absences. However, there have been times when [REDACTED] was not available due to the exigency of his responsibilities and this has put a crimp in our furnishing the requested service(s) when the customer(s) desired them.

3. In my opinion, [REDACTED] is knowledgeable of financial regulations and procedures and is capable of performing as a Certifying Officer for ICS. In her previous assignment in OTS, [REDACTED] had limited certifying authority for which she earned an excellent rating. If [REDACTED] is granted certifying authority for her current position, nothing but positive results will be reaped. Not only will we be providing a more expedient service to the customers in ICS, we will also be developing a Certifying Officer for the future.

[REDACTED]

CONCUR: [REDACTED]

A Chief, Administrative Staff, ICS

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25X1

SUBJECT: Request for Certifying Authority for

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